

## 12.825 COMPENSATORY TIME AND PAID OVERTIME

**Reference:**

Cincinnati Municipal Code (CMC) - Chapter 308 - Employment Regulations  
FOP/City Labor Agreement - Sections 2, 8, 12, & 25  
AFSCME/City Labor Agreement - Articles 14 and 15  
CODE/City Labor Agreement – Article 15  
City of Cincinnati Overtime Policy  
Procedure 12.815 - Court Appearances, Jury Duty, and Other Hearings  
Procedure 12.820 - Compensation for Court Attendance, Hearings and Other  
Administrative Recalls  
Procedure 12.826 - Processing Payroll/Timekeeping  
Payroll Storage System Users Manual

**Definitions:**

**Increment Overtime** – Overtime request for pay or time for activities that are relative to routine Departmental operations. Routine activities which meet one of the criteria for Contingency Overtime will be classified as Contingency Overtime.

**Contingency Overtime** – Overtime request for pay or time submitted and approved in advance. Contingency Overtime will be either non-routine, specifically funded (such as council mandated PVO), or project activities (such as special investigations or sweep operations). All overtime pertaining to a SWAT operation/incident will be classified as Contingency.

**Reimbursable Overtime** – Contingency overtime that requires payment from an outside source, i.e., Enterprise Services, grant monies, Ohio Department of Transportation, etc.

**Purpose:**

Establish a procedure for administering, documenting, and processing records concerning compensatory time.

Ensure compliance with the Fair Labor Standards Act (FLSA) for non-exempt sworn and non-exempt non-sworn employees, as mandated by federal statute.

**Policy:**

Court, Off/Dead, Increment, and Contingency are the only categories that are acceptable for the submission of paid overtime. Contingency overtime may only be used if it has been pre-approved by the Police Chief or is allocated in the current budget.

Avoid overtime whenever possible. All personnel will strive to reduce overtime hours worked.

Supervisors will consider the use of on-duty personnel or will adjust the employee's hours rather than scheduling overtime, if contractually permissible. Pertinent provisions of the contract dealing with shift separation and shift changes must also be considered.

A supervisor will pre-approve all scheduled, unscheduled, emergency, and non-emergency overtime.

Police Department personnel, both sworn and non-sworn, who work more than eight hours in one day or more than forty hours in one week (seven day period) will be compensated according to contract or memorandum of agreement.

All compensatory time will be recorded as directed in this procedure. Unrecorded time is strictly prohibited.

Department personnel will be compensated for holidays according to current Fraternal Order of Police (FOP), American Federation of State, County, and Municipal Employees (AFSCME), and Cincinnati Organized and Dedicated Employees (CODE) contracts, and CMC Section 308-9. Sworn personnel receive 120 hours compensatory time on January 1 each year instead of holiday pay. Holidays are treated as any other day.

Annually, each sworn member will have up to three compensatory hours deducted from their time and deposited in the FOP donated time bank. The amount of time deducted is at the discretion of the FOP President.

Personnel will be compensated only for increment overtime previously authorized by their supervisor, except in extreme emergencies.

***Information:***

FLSA exempt sworn employees include sergeants, lieutenants, captains, assistant chiefs, and the Police Chief. FLSA non-exempt sworn employees include police officers and specialists. FLSA non-exempt sworn employees are capped after accumulating 480 FLSA compensatory hours. This does not include the 120 hour annual holiday allowance. When the 480 hour cap is reached, all additional overtime, including compensatory time, is compensated by cash payment. The 480 hour cap is revolving. It does not end except when employment is terminated. All comp-time eligible, non-sworn employees, whether FLSA exempt or non-exempt, are capped after accumulating 80 FLSA compensatory hours.

Conditions may exist which require an employee to perform a work related function outside of the normally established business hours of that employee. If this occurs, all CODE, Division 0 (non-CODE), and Division 8 employees may adjust their schedules to use these hours as time off within the same pay period.

Supervisors will make every effort to ensure flex time is used in the same pay period it is earned. If circumstances do not permit the eligible employee to use the time within the same pay period, the employee may accrue flex time at a straight rate. Flex time may only be accrued past the pay period with the prior approval of the employee's supervisor. Only non-overtime eligible CODE, Division 0 (non-CODE), and Division 8 employees may accrue flex time.

Absent extenuating circumstances, the supervisor will require the employee to use any accrued flex time within the next pay period. When this is not possible, a plan should be established to use accrued flex time as soon as possible. Unused flex time may not be carried longer than 6 months.

Employees who accrue flex time will submit a Form 202F, Flex Time Accrual/Usage of Flex Time, signed by a supervisor, to Finance Management Section via the chain of command. A copy of the Form 202F will accompany the Form 202C, Weekly Time Report, submitted at the end of the 2<sup>nd</sup> week of the pay period. A Form 202F is not required if the overtime hours are used within the same pay period.

Flex time will not be used as a way to allow employees to accumulate time for future use. Additionally, flex time will have no cash value under any circumstances.

All non-sworn employees will complete a Form 202C. Employees whose working hours are listed on a daily line-up are not required to complete a Form 202C unless they are eligible for flex time.

***Procedure:***

**A. Overtime Compensation**

1. Personnel working overtime will complete and submit a Form 68P, Overtime and Court Appearance Report, by the end of the next working day. Authorization must be given prior to working the overtime.
  - a. Check "Time" or "Pay" on the Form 68P.
  - b. In cases of increment overtime, the supervisor authorizing the overtime will sign the Form 68P in the "Overtime Pre-approved By" block. At the time of authorization, if the authorizing

supervisor is physically unable to sign the Form 68P, authorization must be given in one of the following ways:

- 1) Via MDT from the supervisor to the officer.
- 2) Via radio if the officer has no access to an MDT.
- 3) Via phone only when there is no immediate access to an MDT or radio.
  - a) If authorization is obtained by phone, the authorizing supervisor must sign the Form 68P in the "Overtime Pre-approved By" block prior to submission.
- c. In cases of contingency or reimbursable overtime, such as details assigned by Detail Coordination Unit (DCU), preplanned City paid details, SWAT incidents, etc., no signature is required. However, the name of the unit, i.e., DCU, or the supervisor authorizing the overtime will be entered in the "Overtime Pre-approved By" block.
- d. List scheduled duty hours in the "Duty Hours" block. The overtime hours are listed in the "Overtime Hours" block.
- e. In the "Reason" block describe the activity requiring the overtime.
- f. A supervisor will sign the "Verified By" line on the Form 68P after verifying the overtime worked and the accuracy and completeness of the form.
2. Report "Recall" as defined in the FOP and AFSCME labor agreements.
3. If overtime is contingency overtime, a Form 17, Request for Paid Overtime, must be previously approved.
4. The unit timekeeper will enter the overtime hours worked as outlined in the Payroll Storage System Users Manual.
  - a. File the Form 68P in the employee's individual time folder along with all Form 25S, Request for Leave of Absence.
5. The district/section/unit commander will review and approve all Forms 68P.

## B. Form 435, Payroll Overtime Report

1. Each district/section/unit commander will review all usage of overtime as recorded on the Form 435 and note his approval in the space provided.
2. The original Form 435 will be forwarded to Finance Management Section.
  - a. Post a copy on the unit bulletin board for employee review.
  - b. Maintain a copy in the unit file.
3. Document "Recall" hours on a separate Form 435.
4. Other classes of paid overtime listed on a separate Form 435 include, but are not limited to:
  - a. Overtime, Emergency - state the specific reason.
  - b. Overtime, Interdepartmental Billing - details worked for other city departments.
  - c. Overtime, Position Vacancy.

Note: A Form 17 Request for Paid Overtime is required, if applicable.

## C. Other Overtime

1. Court appearance compensation - refer to Procedures 12.815 and 12.820.
2. Holiday time
  - a. Compensate non-sworn employees who work on a holiday for pay at double their hourly rate in addition to the eight hours pay ordinarily received when working a non-holiday.
    - 1) Submit a Form 68P showing the scheduled duty hours in the "Duty Hours" and "Overtime Hours" blocks. The timekeeper will fill in the "Overtime for Pay" block showing the hours earned. Note "Worked Holiday" (specifying which holiday) in the "Reason" block.

3. All sworn members of the Department will receive any additional time declared for each special holiday throughout the year. The authority to grant a special holiday rests with the City Manager.
  4. Flex time accrual/usage
    - a. Employees accruing and/or using flex time will complete a Form 202F and submit it to a supervisor for signature.
    - b. A copy of the Form 202F (covering the entire pay period) will be attached to the Form 202C submitted at the end of the 2<sup>nd</sup> week of the pay period.
    - c. The original Form 202F will be sent to Finance Management Section, via the chain of command, for processing.
- D. Transfer of Personnel
1. Units transferring personnel in or out of a unit will ensure that all Forms 25S and Forms 68P have been entered. The procedure outlined in the Automated Comp-Time Program User's Manual will then be followed.